



# **NECAP Grade 11**



NimbleTools®

## **NimbleTools® - NECAP Test Administration Supplement:**

**Instructions & Procedures for Administering  
The Grade 11 NECAP Reading and Mathematics  
Assessment Using NimbleTools® On-Line  
Accommodations**

**Gr. 11  
Mathematics  
and Reading  
2010**

# Contact Information:

## **NimbleTools Technical Help:**

Contact: Nimble Assessment Help Desk at: 877-636-0371  
or email: [uaa@nimbletools.com](mailto:uaa@nimbletools.com)

## **NECAP Test Administration Info:**

Contact: Measured Progress Service Center at: 877-632-7774

## **Ordering Additional Test Materials:**

Contact: Your school Test Coordinator

## **NECAP Test Policy Questions:**

If you have policy questions, comments or suggestions regarding the New England Common Assessment Program (NECAP), contact:

**New Hampshire Department of Education:** Tim Kurtz, Director for Assessment, 603-271-3846, 101 Pleasant Street, Concord, NH 03301-3860, [www.ed.state.nh.us](http://www.ed.state.nh.us)

**Rhode Island Department of Elementary and Secondary Education:** Dr. Phyllis Lynch, Director of Instruction, Assessment, and Accountability, 401-222-4693, 255 Westminster Street, Providence, RI 02903, [www.ride.ri.gov](http://www.ride.ri.gov)

**Vermont Department of Education:** Michael Hock, Director of Assessment, 802-828-3115, 120 State Street, Montpelier, VT 05620-2501, [www.state.vt.us/educ/](http://www.state.vt.us/educ/)

# Introduction to the NimbleTools Test Administration Supplement:

## *What's in this Manual?*

The NimbleTools Test Administration Supplement includes information and instructions for administering the 2010 11th Grade NECAP Mathematics and Reading Assessment using the NimbleTools on-line test delivery system. Included are instructions for loading Nimble Tools onto your school computers, how to log on, and how to set up the accommodations for your student(s). Test administration scripts are also included.

**Important Note: The NimbleTools Test Administration Supplement is not intended to take the place of *2010 NECAP Test Administrator Manual*. Individuals who will be administering the test using NimbleTools must be acquainted with the information in both documents.**

How to use the Test Administrator Manual and the *NimbleTools Test Administration Supplement* manual:

Your primary source for general test procedures and materials handling information is the *2010 NECAP Test Administrator Manual*. The *NimbleTools Test Administration Supplement* is intended to:

1. Provide additional information helpful only to those using the NimbleTools software that is not included in the *2010 NECAP Test Administrator Manual*, and
2. Provide specific test administration scripts and instructions to be used with students taking the NECAP Mathematics and Reading tests using the NimbleTools software.

During the actual test administration, this manual should be sufficient. However, before and after administering the test, you will find important information in both the NECAP and NimbleTools manuals. Keep them both available as reference sources. Wherever possible the *NimbleTools Test Administration Supplement* provides cross-referenced notes to information in the *NECAP Test Administrator Manual* and guidance for all test administrators regarding the simultaneous administration of the paper and pencil and online test formats and procedures.

# Table of Contents

<b>Checklist for NimbleTools Test Administrators .....</b>	<b>5</b>
--	----------

## **Before Testing**

NimbleTools Participation eligibility .....	6
School Equipment: Minimum Technology Requirements .....	6
Student Requirements .....	6
Registering Students .....	7
Setting & Editing Student Accommodations*.....	7
Notes for Planning and Setting NimbleTools Accommodations .....	7
Use of additional (not online) accommodations <u>in addition to</u> NimbleTools* .....	8

## **During Testing**

Materials Needed during NimbleTools Online Testing.....	9
Printing student ticket list .....	9
What a student will experience .....	10
Using accessibility tools.....	10
What to do if a student wants to switch to paper administration .....	10
Distributing test materials .....	11
Logging students into NimbleTools .....	11
Recording answers .....	11
Ending a NimbleTools Testing Session & Logging Students Out of NimbleTools.....	11
Test Administration.....	12
General Instructions for Classrooms with Students Taking <u>ONLY</u> NimbleTools Tests.....	13
Session 1	
Session 2	
General Instructions for Mixed Student Classrooms: Paper & Pencil <u>and</u> Online Tests .....	23
Session 1	
Session 2	

## **After Testing**

Document Accommodations Used by the student .....	33
Completing Student Information on Answer Booklets .....	33
Returning Test Materials .....	33

## **Trouble Shooting**

What to do if there are technology problems .....	34
What to do if there is a problems with a student's answer booklet.....	34
How to get help .....	34

## Checklist for NimbleTools Test Administrators

### Before Testing:

- ☐ Ensure that participating students were pre-registered to use the online test.
- ☐ Ensure that participating students use and explore the NECAP Mathematics and Reading Practice Tests and Orientation files online (<http://www.nimbletools.com/necap/>) before testing to become familiar with the program and the tools.
- ☐ Read the *New England Common Assessment Program Test Administrator Manual – Grade 11* in its entirety.
- ☐ Read the *NimbleTools Test Administration Supplement* in its entirety.
- ☐ Assist the test coordinator with notifying students and parents about the testing program.
- ☐ Meet with the test coordinator to review the testing schedule and arrange for students who require accommodations.
- ☐ Inventory and secure test materials received from the test coordinator.
- ☐ Print and secure your Student Ticket List through the Nimble Administrator Tool.
- ☐ For all students, ensure that your test coordinator has placed **student ID labels** on the front covers of the test booklets and answer booklets or has written in the student name, school name, and district name on the space provided.
- ☐ Identify an appropriate location for administering the test and make arrangements for each student to have access to a computer that meets NimbleTools minimum technology requirements (see page 6) and that are linked to the Internet.

### During Testing:

- ☐ Observe students periodically to ensure that the accessibility features in NimbleTools are being used correctly and that the program is working properly.
- ☐ Contact the NimbleTools Technical Help line if needed (see page 2 for contact information).
- ☐ Be available to answer questions as necessary.
- ☐ For Mathematics, make sure students are completing multiple choice questions on-line and answering constructed response questions in the appropriate spaces in the answer booklet. For Reading, students may answer constructed response items online or in their paper based booklet.
- ☐ Ensure that additional accommodations beyond those provided by NimbleTools are implemented for students as appropriate.
- ☐ Notify your test coordinator of any testing irregularity.

### After Testing:

- ☐ Confirm that the student has completed the final steps to finish the test and submit the answers.
- ☐ Ensure that any large-print, and Braille responses have been transcribed into a regular answer booklet if necessary. **For NimbleTools Mathematics users only the constructed responses items should be written or transcribed into the student's answer booklet. Students answer all multiple-choice items directly on the computer.**
- ☐ Complete the *NimbleTools Test Administrator Survey* online at <http://www.nimbletools.com/necap/schools/>
- ☐ Collect and secure test booklets, answer booklets, and all other test materials and return all of the materials to your test coordinator.

## Before Testing

**NimbleTools Participation Requirements:** In order to have students use NimbleTools for 2010 Fall Reading and Mathematics tests, schools must have a test coordinator and technology coordinator attend one of the NimbleTools workshops listed below:

- August 25<sup>th</sup>, 9-12, Sheraton Warwick Rhode Island
- August 31<sup>st</sup>, 9-12, Capitol Plaza Montpelier Vermont
- September 1<sup>st</sup>, 9-12 SERESC Bedford New Hampshire with remote locations at Keene, Exeter, and NCES

After attending the workshop, all schools must complete a Network Load Test between September 15-28<sup>th</sup>. The Network Load Test will simulate live testing conditions and measure school's technology capacity to have students use NimbleTools for operational testing. Information about the Network Load Test will be distributed at the workshop sessions.

**Minimum Technology Requirements:** Participating schools must have Internet connected computers that meet the minimum technology requirements listed below:

- **Windows:** Intel Pentium 1.0 GHz or faster, 256 MB RAM, Windows 2000 SP4, XP SP2, Vista
- **Macintosh:**
  - PowerPC G3 1.0 GHz or faster, 256 MB RAM, Mac OS X 10.4.10 or 10.5.x
  - Intel Core Duo 1.83 GHz or faster, 256 MB RAM, Mac OS X 10.4.10 or 10.5.

**Student Eligibility:** All accommodation decisions made on behalf of students must be made in accordance with the NECAP policies described on pages 2-3 of the *NECAP Accommodations Administrator Training Guide* (available on each state's website). The NimbleTools system provides specific accommodations that can be provided via computer. Only those students who would be able to access the mathematics and reading test content by using one or more of the NimbleTools accommodations are eligible to participate. NimbleTools is not intended to be used by an entire classroom.

**Registration Deadlines:** You must register and assign tools to students prior to the day of testing. All standard NECAP accommodations remain available to all students who need them, regardless of test format used.

## Registering, Assigning Tools and Installing NimbleTools onto School Computers

Schools that had a representative attend the Fall NimbleTools training workshop are eligible to have students use NimbleTools for Fall NECAP Mathematics and Reading testing. Using the Administrator Tool found at <http://www.nimbletools.com/necap/schools/> register and assign tools to each student for each test that they will take using NimbleTools. The read aloud tool will NOT be available for the reading test. Numerals, expressions, and equations will NOT be read aloud for the mathematics test. Please have students use the practice test to become familiar with the mathematics read aloud convention.

Prior to the day of operational testing, install *NimbleSecure* from the project website (<http://www.nimbletools.com/necap/schools/>). This is the same application that you used for the Network Load Test. If you have any questions about installation, please call (877) 636-0371. Students using NimbleTools will have labels for their test and answer booklets like all other students. The *NimbleSecure* test application should be installed on Internet-connected computers **before** the testing day. The application will be secure once installed on computers. The test items are encrypted and the test can only be accessed during the testing window by a valid combination of user name, ticket number, and answer booklet number.

### Setting and Editing Student Accommodations

You must set student accommodation preferences for each test (reading and/or mathematics) using the NimbleTools Administrator Tool found at <http://nimbletools.com/necap/schools/> prior to the day of testing. See [http://www.nimbletools.com/necap/schools/admin\\_help.htm](http://www.nimbletools.com/necap/schools/admin_help.htm) for instructions on using the Administrator Tool to set and edit accommodation preferences. Your Nimble Administrator Tool **login name and password** were sent to your school principal after confirming workshop attendance, to arrive by September 7<sup>th</sup>. If you have misplaced your school login information, please have your principal email [uaa@nimbletools.com](mailto:uaa@nimbletools.com) or call 877-636-0371.

### Notes for Planning and Setting NimbleTools Accommodations

**Supervised Breaks:** Students can log out of a test session to take a supervised break and continue within the same session only. This accommodation must be assigned prior to testing by checking “allow breaks” in the Administrator Tool. Only students who have this accommodation pre-assigned will be allowed back into the test session by the computer. If a student does not have this accommodation pre-assigned and logs out of the session, they will be locked out of that session and can only be manually reset by calling Nimble Assessment.

**Extended Time:** The computer will keep track of the amount of extra time used by each student. If a student uses time beyond 90-minutes, then extended time must be coded on the back of the student answer booklet in addition to any other accommodations used.

**Magnifying Glass:** All students using NimbleTools for the mathematics test will have access to the basic Magnifying Glass tool, which can increase the size of text or graphics for any part of the test. If this default setting is not sufficient for the student, additional magnifications may be assigned in the Nimble Administrator Tool by choosing the “magnifier.” The magnifying glass will not be available for the reading test.

**Use of Standard Accommodations (*not online*) in addition to NimbleTools**

If needed, students can use additional NECAP accommodations, such as those found in the special settings, or Braille, or accommodations such as D-2: Student answers on separate paper and school personnel transcribe answer to answer booklet, or D-5: Student dictates constructed responses and school personnel scribe into test booklet exactly as dictated. Any approved standard accommodations may be used if appropriate for the student. Any additional accommodations must be documented on page 2 of the answer booklet.



## **During Testing**

### **Materials needed for successful NimbleTools administration:**

- Computer headphones will be needed for most students using NimbleTools. Make sure that the computer volume is turned on prior to testing.
- A talking mathematics reference sheet is built into the software. However, if students taking the test online would like a paper version, you will have copies to distribute.
- A talking calculator and online ruler will NOT be available. Students should only use the ruler provided to them on their paper-based materials.
- Students will be assigned a test booklet like all other students, but may not wish to have it with them in their workspace if they are using the computer screen to view items. All test items are being presented online.
- All multiple-choice items must be answered directly on the computer by students for both mathematics and reading. Answers to the multiple choice items should not appear in the answer booklet.
- All constructed response items must be answered in the answer booklet for Mathematics. Additional standard NECAP accommodations may be used to assist students who need support to write their responses in answer booklets. If used, these accommodations should be marked. Constructed response items may be answered online or in students answer booklets for Reading. Students should NOT answer Reading constructed response items both online and in their answer booklets.
- Students will be provided a separate answer booklet with ID Labels.
- Obtain scratch paper and extra #2 pencils.

### **Print Out the Secure Student Ticket List**

Prior to the day of testing, print your secure “student ticket list” through the Nimble Administrator Tool (see example below). This is a content specific report, so you will need to print one for reading and one for mathematics. You can print the list for your whole school or one student at a time. This list will contain student logins and passwords for each of the two testing sessions. You are responsible for maintaining the security of this list. Only assigned test administrators may use this list to log students into and out of testing.

Brighton High School, NH  
NECAP 2009 Grade 11 Science

Test Administration Dates: 2009-05-11 to 2009-05-28

State ID	First Name	Last Name	Username	Ses 1 Ticket #	Ses 2 Ticket #	Ses 3 Ticket #
1000000025	Ryan	Adams	radam42nh	21193	95146	32436
1000000028	Wendy	Andrews	wandr53nh	42017	56101	75313
1000000038	Sarah	Babbins	sbabb39nh	46237	90336	60670
1000000021	Jennifer	Driscoll	jdris72nh	19144	84201	24149
1000000023	Fred	Epstein	fepst45nh	22761	77849	92000

## What Students Will Experience

**Using accessibility tools** - After logging on to NimbleTools, students will begin the testing session. During testing, students can turn accommodations on and off as needed. Test administrators may answer student questions that **clarify the operating directions** for the online access tools, but may not comment in any way on student work. While taking the NimbleTools online test, a student may use one or more of the following online accessibility tools:

- Standard Read-Aloud (headphones will be needed) – NOT available for Reading Test
- Background Music (headphones will be needed)
- Magnification
- Color Overlay
- Reverse Contrast
- Choice of Font and Background Colors
- Answer Masking
- Custom Masking – NOT available for Reading Test
- Talking Mathematics Reference Sheet (headphones needed)

### Switching from NimbleTools to the paper-and-pencil version:

If a student begins a testing session using NimbleTools, please encourage the student to finish the test session on the computer. Try to switch to paper only at the beginning of a new session. If the change to paper is critical, simply have the student answer all remaining questions in the current

session in the answer booklet. The test proctor should ensure that the student locates the proper starting point in the answer booklet to begin entering his or her remaining responses in the paper answer booklet. If students switch to paper, all computer responses will be merged with paper responses. Standard NECAP test administration procedures should be followed after switching to paper.

**Distributing test materials:** Test booklets and answer booklets should be distributed to students using standard NECAP test procedures just as they are to other students. This will be accomplished by using the normal NECAP test booklet assignment process. If you have questions about this process, speak with your school test coordinator.

**Logging students into NimbleTools:** Test coordinators will be responsible for logging students in and out of NimbleTools during the operational test. Students will have a different ticket number for each of the two testing sessions. After logging into NimbleTools, students will be asked to enter the litho code (Answer Booklet Number) from the bottom right hand corner of the answer booklet that has been assigned to them. Students will be asked to enter the Answer Booklet Number twice to confirm accuracy. Entering the Answer Booklet Number will allow the proper form to be delivered to the participating student.

**Recording answers:** Students using NimbleTools must answer all multiple-choice questions directly into the computer. NimbleTools Mathematics users must answer all questions requiring a written response in the regular answer booklet. All items will be presented online to the student through NimbleTools. The NimbleTools software will instruct students to respond in their answer booklet for all short answer and constructed response items. NimbleTools Reading users may respond to constructed response items online or in their paper based answer booklet. Students should not respond to Reading items requiring a written response both online and in their answer booklet.

**Ending a Testing Session and Logging Students Out of NimbleTools:** When students finish a test session, they will be shown a summary of their answers and asked to confirm that they want to exit the session. Students will not be able to go back into the testing session after the student confirms that they would like to finish the test.

## Test Administration

The following pages detail the procedures to be followed for each session of the test. To ensure a consistent and accurate test administration, a “script” (material to read aloud to students) is provided for each session. Directions to you within the scripts are in regular type inside of parentheses. **Read the scripts exactly as they are written.**

Directions to the students should only take a few minutes so that most of the students’ time can be spent answering questions. Be sure that students clearly understand all of the directions before you begin testing. During each part of the test, walk around the room and check that students are working in the correct session, turning pages when necessary, marking answers in the proper places, and are not spending too much time on any one item. Students should be reminded to take the test seriously.

**Test administrators may not comment on students’ work. Test administrators may not help students in any way except during the General Instructions, student questionnaire, or as specified in the *Test Administrator Manual*.** NimbleTools test administrators may answer student questions that **clarify the operating directions** for the online access tools, but otherwise should refrain from assisting the students.

**Under no circumstances are students to be prompted to revise, edit, or complete any test questions during or after testing.**

**All test items and all student responses in the NECAP are secure and may not be released, copied, or duplicated in any way, or kept at the school once testing is completed.**

Because of timing issues and the possibility of distracting other students who are not taking the test on computer, it is highly recommended that students using NimbleTools take the test in a separate location and be provided with an extended time accommodation and individual proctoring. However, if those accommodations are not provided it is possible for a student to use NimbleTools in the regular test setting. Two sets of test administration scripts are provided on the pages that follow. The first script is designed for administering the mathematics and reading tests to students using NimbleTools in a separate setting. The second is designed for administering the tests in “mixed groups” with some students using NimbleTools and others taking the test according to standard NECAP procedures.

## General Instructions: NimbleTools Only

Estimated Time: 5 Minutes

**Materials Needed:** Student Test Booklets, Student Answer Booklets, and #2 pencils.

1. Say to the students:

**I am going to pass out your test materials now. Do not open the booklets I give you until I tell you what to do.**

2. Distribute one test booklet and one answer booklet to each student. Ensure that each student receives the correct booklets according to the student ID label or the name written on the front cover of each booklet. Each student must have his or her own test materials. Remind students that they must not open their booklets until they are instructed to do so. Do not log students on to computers while completing the General Instructions.

3. Say to the students:

**During the next few days, you will be tested in writing, reading, and mathematics. Your principal and teachers will use the information from this test to help plan your school's program. You will receive your results after the test has been scored. This test may be different from other tests you have taken. You may not be able to answer every question, but it is important that you read each one carefully and do your best.**

**Some of the test questions will be multiple-choice, which means that you will read a statement or question, or look at a picture or graph and then choose the best answer out of 4 choices. Other questions will ask you to write, draw, or graph an answer which must be written in the answer spaces in the answer booklet. Use the computer to answer all multiple-choice questions. For mathematics, you must answer all questions requiring a written response in your paper answer booklet. Your answer does not have to fill the entire answer space, but the complete answer must fit in the answer space. For reading, you may answer questions requiring a written response either on computer or in your paper answer booklet, do not answer both on the computer and in your answer booklet.**

**Please look at the front cover of your test booklet and answer booklet. If a student ID label is on each of your booklets, check that each label has *your* name and our school name on it. If your booklets do not have student ID labels, please make sure *your* name and our school name are written on the lines on the cover of your test booklet and on the bottom right corner of your answer booklet. Please raise your hand if you have the wrong booklets. (Ensure that all students have the correct booklets.) Now, write your full name on the line in the upper left corner of your answer booklet. (Pause.)**

**During all of the test sessions, use the computer to answer all multiple choice questions and answer the math items that require a written response in your answer booklet using a #2 pencil. You may answer reading items that require a written response in the space provided on the computer or in your answer booklet. (Answer any questions.) Marking your answers with anything else is not permitted. Only the answers that you record on computer or write in the answer booklet will be scored. If you do not have a #2 pencil, please raise your hand. (Supply a #2 pencil to students who need one.)**

4. If you are not going on to *Writing – Session 1* immediately, have the students insert their answer booklets inside their test booklets. Collect all test materials and store them in a secure place until the next scheduled part of the test.

## **Writing — Sessions 1 and 2**

**NimbleTools is not available for Writing, please refer to the NECAP 2010 Administrator Manual for Instructions on how to administer the writing test on paper.**

## Reading — Session 1

(NimbleTools only)

**Estimated Time: 60 Minutes**

(Up to 30 minutes additional time may be allowed without requiring an accommodation)

**Materials needed:** Student Test Booklets, Student Answer Booklets, scratch paper, and #2 pencils.

**Materials allowed:** Highlighters for test booklet ONLY, appropriate reading materials for students who finish testing early.

**NOTE:** Dictionaries, textbooks, thesauruses, etc. **are not** allowed during any part of this session.

1. Return the test booklets and answer booklets to students **and log students into NimbleTools**. Each student must have his or her original test materials. Distribute scratch paper to all students and instruct them to write their names on it. Distribute #2 pencils to students who need them.
2. Say to the students:

**You are now going to start Session 1 of the reading test. In this session, you will read three passages and answer twenty-six questions. You may not be able to answer every question, but it is important that you read each one carefully and do your best. If you are not sure of the answer to a question, you may go back to reread the passage and then you should make your best guess. You may use your pencil or a highlighter to circle or underline words as you read, but do not mark your answers in the test booklet. All of the questions will be presented to you on your computer screen, but you may use your test booklet if you find it helpful. Answer all multiple-choice questions using the computer and answer all items that require a written response either through the computer or in your answer booklet using a #2 pencil. Choose the best answer for each multiple-choice question and plan your written answers so they fit only inside the answer spaces in your answer booklet or in the space provided on the computer. You may use your scratch paper or test booklet to plan your answers and make notes, but only what you write in the answer spaces in your answer booklet or online will be scored. Your scratch paper will be collected at the end of the session. Does anyone have any questions? (Answer any questions students have about the directions.)**

**It will probably take you about 60 minutes to read the passages and answer the questions in this session of the test, but you can have more time if you want it. For questions requiring a written response, make sure that the answer space you are completing has the same number as the question. Please stop when you come to the stop sign at the end of this session. You may reread any passage or review your answers in this session of the test, but you may not go forward or go back to work on any other sessions. Are there any questions? (Answer any questions students have about the directions.)**

**Press the “Go to the Questions” button when you are ready to begin. If you finish the test early, please sit quietly and read until everyone is finished. You may begin.**

3. Circulate and check to make sure all students are recording their answers within the appropriate answer spaces.

4. Students should be allowed to continue working up to 90 minutes as long as they are working productively. You may decide to end the session at any point after 60 minutes if all students have completed the session. Ensure that students who have finished are quiet so they will not disturb those students who require more time.
5. If you are not going on to Reading – Session 2 immediately, collect all test materials, including scratch paper, and store them in a secure place until the next scheduled session of the test. Have students log out of NimbleTools. Once a student's test materials are collected you may not review the student's responses or allow the student to work any further on this session.



## Reading — Session 2

### (NimbleTools only)

**Estimated Time: 60 Minutes**

(Up to 30 minutes additional time may be allowed without requiring an accommodation)

**Materials needed:** Student Test Booklets, Student Answer Booklets, scratch paper, and #2 pencils.

**Materials allowed:** Highlighters for test booklet ONLY, appropriate reading materials for students who finish testing early.

**NOTE:** Dictionaries, textbooks, thesauruses, etc. **are not** allowed during any part of this session.

1. Return the test booklets and answer booklets to students **and log students into NimbleTools**. Each student must have his or her original test materials. Distribute additional scratch paper to students, if needed, and instruct students to write their names on it. Distribute #2 pencils to students who need them.
2. Say to the students:

**You are now going to start Session 2 of the reading test. In this session, you will read three passages and answer twenty-five questions. You may not be able to answer every question, but it is important that you read each one carefully and do your best. If you are not sure of the answer to a question, you may go back to reread the passage and then you should make your best guess. You may use your pencil or a highlighter to circle or underline words as you read, but do not mark your answers in the test booklet. All of the questions will be presented to you on your computer screen, but you may use your test booklet if you find it helpful. Answer all multiple-choice questions using the computer and answer all items that require a written response either through the computer or in your answer booklet using a #2 pencil. Choose the best answer for each multiple-choice question and plan your written answers so they fit only inside the answer spaces in your answer booklet or in the space provided on the computer. You may use your scratch paper or test booklet to plan your answers and make notes, but only what you write in the answer spaces in your answer booklet or on computer will be scored. Your scratch paper will be collected at the end of the session. Does anyone have any questions? (Answer any questions students have about the directions.)**

**It will probably take you about 60 minutes to read the passages and answer the questions in this session of the test, but you can have more time if you want it. As you work, make sure that the answer space you are completing has the same number as the question. Please stop when you come to the stop sign at the end of this session. You may reread any passage or review your answers in this session of the test, but you may not go forward or go back to work on any other sessions. Are there any questions? (Answer any questions students have about the directions.)**

**Press the “Go to the Questions” button when you are ready to begin. If you finish the test early, please sit quietly and read until everyone is finished. You may begin.**

3. Circulate and check to make sure all students are recording their answers within the appropriate answer spaces.
4. Students should be allowed to continue working up to 90 minutes as long as they are working productively. You may decide to end the session at any point after 60 minutes if all students have

completed the session. Ensure that students who have finished are quiet so they will not disturb those students who require more time.

5. After finishing this session, students will be asked to complete a short survey about their experience using NimbleTools.
6. If you are not going on to Mathematics – Session 1 immediately, collect all test materials and store them in a secure place until the next scheduled session of the test. Have students log out of NimbleTools. Once a student's test materials are collected you may not review the student's responses or allow the student to work any further on this session.

Make sure all scratch paper from the reading test sessions is removed from the booklets. Keep all used scratch paper in a secure place until test materials are returned to your test coordinator.

# Mathematics — Session 1 (Non-Calculator)

*(NimbleTools only)*

**Estimated Time: 60 Minutes**

(Up to 30 minutes additional time may be allowed without requiring an accommodation)

**Materials needed:** Student Test Booklets, Student Answer Booklets, mathematics reference sheets, scratch paper, and #2 pencil

**Materials allowed:** Highlighters for test booklet ONLY, appropriate reading materials for students who finish testing early.

**MATERIALS PROHIBITED:** Rulers and calculators **are not** allowed during any part of this session.

1. Return the test booklets and answer booklets to students and log students into NimbleTools. Each student must have his or her original test materials. Distribute a mathematics reference sheet to all students and instruct them to write their names on it. Distribute scratch paper to all students and instruct them to write their names on it. Distribute #2 pencils to students who need them.

2. Say to the students:

**You are now going to start Session 1 of the mathematics test. In this session, you will answer thirty-one questions. You may not be able to answer every question, but it is important that you read each one carefully and do your best. If you are not sure of the answer to a question, you should make your best guess. Do not mark your answers in the test booklet. Instead, mark your answers to multiple-choice questions on the computer and answer questions requiring a writing response in pencil in your answer booklet. Choose the best answer for each multiple-choice question and plan your written answers so they fit only inside the answer spaces in your answer booklet.**

**You may use your scratch paper or test booklet to plan your answers and make notes, but only what you answer on computer and write in the answer spaces in your answer booklet will be scored. Some questions have more than one part. Try to answer all of the parts. If you are asked to explain or show how you know, be sure to copy all of your work from your scratch paper and test booklet into your answer booklet. Your scratch paper will be collected at the end of the session.**

**You are not allowed to use a calculator on this part of the test. Does anyone have any questions? (Answer any questions the students have about the directions.)**

3. Say to the students:

**It will probably take you about 60 minutes to answer the questions in this session of the test, but you can have more time if you want it. For questions requiring a written response, make sure that the answer space you are completing has the same number as the question in the test booklet. Please stop when you come to the stop sign at the end of this session. You may review your answers to the questions in this session of the test, but you may not go forward or go back to work on any other sessions.**

**If you get stuck on a word in the test booklet, I can read the word to you. I cannot read numbers, mathematics symbols, or a whole question to you. If you want help reading a word, raise your hand. (During the test session, pronounce a word to students who ask for assistance. Do not define the word or help the students in any other way. Do not read any numbers written as numerals.) Are there any questions? (Answer any questions the students have about the directions.)**

**Press the “Go to the Questions” button when you are ready to begin. If you finish the test early, please sit quietly and read until everyone is finished. You may begin.**

5. Students should be allowed to continue working up to 90 minutes as long as they are working productively. You may decide to end the session at any point after 60 minutes if all students have completed the session. Ensure that students who have finished are quiet so they will not disturb those students who require more time.
6. If you are not going on to Mathematics – Session 2 immediately, collect all test materials, including scratch paper, and store them in a secure place until the next scheduled session of the test. Have students log out of NimbleTools. Once a student's test materials are collected you may not review the student's responses or allow the student to work any further on this session.

## **Mathematics — Session 2 (Calculator)**

### **(NimbleTools Only)**

**Estimated Time: 60 Minutes**

(Up to 30 minutes additional time may be allowed without requiring an accommodation)

**Materials needed:** Student Test Booklets, Student Answer Booklets, mathematics reference sheets, rulers, scratch paper, and #2 pencils.

**Other allowable materials** (if your school has decided to allow their use): Calculators, highlighters for test booklet ONLY, and appropriate reading materials for students who finish testing early.

**NOTE:** Use of rulers and calculators **is** permitted during Session 2 of the mathematics test. Students may use their own calculators or those supplied by the school. See page 7 of the 2010 NECAP Administrators Manual for devices and types of calculators that are prohibited.

1. Return the test booklets, answer booklets, and mathematics reference sheets to students and log students using computers into NimbleTools. Each student must have his or her original test materials. Distribute a ruler to each student. Distribute calculators to students if your school has decided to allow their use on the test. Distribute additional scratch paper to students, if needed, and instruct students to write their names on it. Distribute #2 pencils to students who need them.
2. Say to the students:

**You are now going to start Session 2 of the mathematics test. In this session, you will answer thirty-one questions. You may not be able to answer every question, but it is important that you read each one carefully and do your best. If you are not sure of the answer to a question, you should make your best guess. Do not mark your answers in the test booklet. Instead, mark your answers to multiple-choice questions on the computer and answer questions requiring a writing response in pencil in your answer booklet. Choose the best answer for each multiple-choice question and plan your written answers so they fit only inside the answer spaces in your answer booklet.**

**You may use your scratch paper or test booklet to plan your answers and make notes, but only what you answer on computer and write in the answer spaces in your answer booklet will be scored. Some questions have more than one part. Try to answer all of the parts. If you are asked to explain or show how you know, be sure to copy all of your work from your scratch paper and test booklet into your answer booklet. Your scratch paper will be collected at the end of the session. Does anyone have any questions? (Answer any questions the students have about the directions.)**

3. Say to the students:

**It will probably take you about 60 minutes to answer the questions in this session of the test, but you can have more time if you want it. For items requiring a written response, make sure that the answer space you are completing has the same number as the question in the test booklet. Please stop when you come to the stop sign at the end of this session. You may review your answers to the questions in this session of the test, but you may not go back to work on any other sessions.**

**If you get stuck on a word in the test booklet, I can read the word to you. I cannot read numbers, mathematics symbols, or a whole question to you. If you want help reading a word, raise your hand.** (During the test session, pronounce a word to students who ask for assistance. Do not define the word or help the students in any other way. Do not read any numbers written as numerals.) **Are there any questions?** (Answer any questions the students have about the directions.)

**Press the “Go to the Questions” button when you are ready to begin. If you finish the test early, please sit quietly and read until everyone is finished. You may begin.**

4. Circulate and check to make sure all students are recording their answers within the appropriate answer spaces.
5. Students should be allowed to continue working up to 90 minutes as long as they are working productively. You may decide to end the session at any point after 60 minutes if all students have completed the session. Ensure that students who have finished are quiet so they will not disturb those students who require more time.
6. After finishing this session, students will be asked to complete a short survey about their experience using NimbleTools.
7. If you are going on to the Student Questionnaire immediately, collect all the test materials, except for the Student Answer Booklets, and store them in a secure place until you are ready to return them to your test coordinator. Log students out of NimbleTools.

If you are not going on to the Student Questionnaire immediately, collect all test materials and store them in a secure place. Make sure all scratch paper is removed from the booklets. Keep all used scratch paper in a secure place until test materials are returned to the test coordinator. The Student Answer Booklets should be collected separately from the Student Test Booklets, because they will be needed for the Student Questionnaire.

**Reminder:** Once a student’s test materials are collected you may not review the student’s responses or allow the student to work any further on any session.

## **General Instructions: Mixed Classes**

**Estimated Time: 5 Minutes**

**For test administrations where both paper-and-pencil and NimbleTools test formats are administered in the same room.**

Materials Needed: Student Test Booklets, Student Answer Booklets, and #2 pencils.

1. Say to the students:

**I am going to pass out your test materials now. Do not open the booklets I give you until I tell you what to do.**

2. Distribute one test booklet and one answer booklet to each student. Ensure that each student receives the correct booklets according to the student ID label or the name written on the front cover of each booklet. Each student must have his or her own test materials. Remind students that they must not open their booklets until they are instructed to do so. Do not log students on to computers while completing the General Instructions.

3. Say to the students:

**During the next few days, you will be tested in writing, reading, and mathematics. Your principal and teachers will use the information from this test to help plan your school's program. You will receive your results after the test has been scored. This test may be different from other tests you have taken. You may not be able to answer every question, but it is important that you read each one carefully and do your best.**

**Some of the test questions will be multiple-choice, which means that you will read a statement or question, or look at a picture or graph and then choose the best answer out of 4 choices. Other questions will ask you to write, draw, or graph an answer which must be written in the answer spaces in the answer booklet. Use the computer to answer all multiple-choice questions. For mathematics, you must answer all questions requiring a written response in your paper answer booklet. Your answer does not have to fill the entire answer space, but the complete answer must fit in the answer space. For reading, you may answer questions requiring a written response on computer or in your paper answer booklet.**

**Please look at the front cover of your test booklet and answer booklet. If a student ID label is on each of your booklets, check that each label has *your* name and our school name on it. If your booklets do not have student ID labels, please make sure *your* name and our school name are written on the lines on the cover of your test booklet and on the bottom right corner of your answer booklet. Please raise your hand if you have the wrong booklets. (Ensure that all students have the correct booklets.) Now, write your full name on the line in the upper left corner of your answer booklet. (Pause.)**

**During all of the test sessions, you must use only a #2 pencil to write and to mark your answers in your answer booklet. If you are using NimbleTools, use the computer to answer all multiple choice questions and answer the math items that require a written response in your answer booklet using a #2 pencil. You may answer reading items that require a written response in the space provided on the computer or in your answer booklet. (Answer any questions.) Marking your answers with anything else is not permitted. Only the answers that you record on computer or write in the answer booklet will be scored. If you do not have a #2 pencil, please raise your hand. (Supply a #2 pencil to students who need one.)**

4. If you are not going on to Writing – Session 1 immediately, have the students insert their answer booklets inside their test booklets. Collect all test materials and store them in a secure place until the next scheduled part of the test.

## **Writing — Sessions 1 and 2**

**NimbleTools is not available for Writing, please refer to the NECAP 2010 Administrator Manual for Instructions on how to administer the writing test on paper**



# Reading — Session 1

(Mixed Classes)

**Estimated Time: 60 Minutes**

(Up to 30 minutes additional time may be allowed without requiring an accommodation)

**Materials needed:** Student Test Booklets, Student Answer Booklets, scratch paper, and #2 pencils.

**Materials allowed:** Highlighters for test booklet ONLY, appropriate reading materials for students who finish testing early.

**NOTE:** Dictionaries, textbooks, thesauruses, etc. **are not** allowed during any part of this session.

1. Return the test booklets and answer booklets to students **and log students using computers into NimbleTools**. Each student must have his or her original test materials. Distribute scratch paper to all students and instruct them to write their names on it. Distribute #2 pencils to students who need them.
2. Say to the students:

**You are now going to start Session 1 of the reading test. In this session, you will read three passages and answer twenty-six questions. You may not be able to answer every question, but it is important that you read each one carefully and do your best. If you are not sure of the answer to a question, you may go back to reread the passage and then you should make your best guess. You may use your pencil or a highlighter to circle or underline words as you read, but do not mark your answers in the test booklet. If you are using a computer, all of the questions will be presented to you on your computer screen, but you may use your test booklet if you find it helpful. Computer users should answer all multiple-choice questions using the computer and answer all items that require a written response either through the computer or in your answer booklet using a #2 pencil – do NOT answer questions requiring a written response on both paper and computer. Choose the best answer for each multiple-choice question and plan your written answers so they fit only inside the answer spaces in your answer booklet or in the space provided on the computer. You may use your scratch paper or test booklet to plan your answers and make notes, but only what you write in the answer spaces in your answer booklet or online will be scored. Your scratch paper will be collected at the end of the session. Does anyone have any questions? (Answer any questions students have about the directions.)**

**It will probably take you about 60 minutes to read the passages and answer the questions in this session of the test, but you can have more time if you want it. As you work, make sure that the answer space you are completing has the same number as the question in the test booklet. Please stop when you come to the stop sign at the end of this session. You may reread any passage or review your answers in this session of the test, but you may not go forward or go back to work on any other sessions. Are there any questions? (Answer any questions students have about the directions.)**

**Paper users, open your test booklet to page 4 and your answer booklet to page 9. (Pause.) The top of each page is labeled “Reading – Session 1.” When you reach the stop sign, insert your answer booklet and scratch paper into your test booklet. Computer users, press the “Go to the Questions” button when you are ready to begin. Please sit quietly and read until everyone is finished. You may begin.**

3. Circulate and check to make sure all students are recording their answers within the appropriate answer spaces.
4. Students should be allowed to continue working up to 90 minutes as long as they are working productively. You may decide to end the session at any point after 60 minutes if all students have completed the session. Ensure that students who have finished are quiet so they will not disturb those students who require more time.

5. If you are not going on to Reading – Session 2 immediately, collect all test materials, including scratch paper, and store them in a secure place until the next scheduled session of the test. Have students using a computer log out of NimbleTools. Once a student’s test materials are collected you may not review the student’s responses or allow the student to work any further on this session.

## Reading — Session 2

### (Mixed Classes)

**Estimated Time: 60 Minutes**

(Up to 30 minutes additional time may be allowed without requiring an accommodation)

**Materials needed:** Student Test Booklets, Student Answer Booklets, scratch paper, and #2 pencils.

**Materials allowed:** Highlighters for test booklet ONLY, appropriate reading materials for students who finish testing early.

**NOTE:** Dictionaries, textbooks, thesauruses, etc. **are not** allowed during any part of this session.

1. Return the test booklets and answer booklets to students **and log students using computers into NimbleTools**. Each student must have his or her original test materials. Distribute additional scratch paper to students, if needed, and instruct students to write their names on it. Distribute #2 pencils to students who need them.

2. Say to the students:

You are now going to start Session 2 of the reading test. In this session, you will read three passages and answer twenty-five questions. You may not be able to answer every question, but it is important that you read each one carefully and do your best. If you are not sure of the answer to a question, you may go back to reread the passage and then you should make your best guess. You may use your pencil or a highlighter to circle or underline words as you read, but do not mark your answers in the test booklet. If you are using a computer, all of the questions will be presented to you on your computer screen, but you may use your test booklet if you find it helpful. Computer users should answer all multiple-choice questions using the computer and answer all items that require a written response either in the space provided on the computer or in your answer booklet using a #2 pencil – do NOT answer questions requiring a written response on both paper and computer. Choose the best answer for each multiple-choice question and plan your written answers so they fit only inside the answer spaces in your answer booklet or on computer. You may use your scratch paper or test booklet to plan your answers and make notes, but only what you write in the answer spaces in your answer booklet or on computer will be scored. Your scratch paper will be collected at the end of the session. Does anyone have any questions? (Answer any questions students have about the directions.)

It will probably take you about 60 minutes to read the passages and answer the questions in this session of the test, but you can have more time if you want it. As you work, make sure that the answer space you are completing has the same number as the question. Please stop when you come to the stop sign at the end of this session. You may reread any passage or review your answers in this session of the test, but you may not go forward or go back to work on any other sessions. Are there any questions? (Answer any questions students have about the directions.)

Paper users, open your test booklet to page 16 and your answer booklet to page 13. (Pause.) The top of each page is labeled “Reading – Session 2.” When you reach the stop sign, insert your answer booklet into your test booklet. Remove all scratch paper from your booklets and place it on top of your test booklet. Computer users, press the “Go to the Questions” button when you are ready to begin. Please sit quietly and read until everyone is finished. You may begin.

3. Circulate and check to make sure all students are recording their answers within the appropriate answer spaces.

4. Students should be allowed to continue working up to 90 minutes as long as they are working productively. You may decide to end the session at any point after 60 minutes if all students have completed the session. Ensure that students who have finished are quiet so they will not disturb those students who require more time.
5. After finishing this session, students who used a computer will be asked to complete a short survey about their experience using NimbleTools.
6. If you are not going on to Mathematics – Session 1 immediately, collect all test materials and store them in a secure place until the next scheduled session of the test. Have students using a computer log out of NimbleTools. Once a student's test materials are collected you may not review the student's responses or allow the student to work any further on this session.

Make sure all scratch paper from the reading test sessions is removed from the booklets. Keep all used scratch paper in a secure place until test materials are returned to your test coordinator.

# Mathematics — Session 1 (Non-Calculator)

(Mixed Classes)

**Estimated Time: 60 Minutes**

(Up to 30 minutes additional time may be allowed without requiring an accommodation)

**Materials needed:** Student Test Booklets, Student Answer Booklets, mathematics reference sheets, scratch paper, and #2 pencils.

**Materials allowed:** Highlighters for test booklet ONLY, appropriate reading materials for students who finish testing early.

**MATERIALS PROHIBITED:** Rulers and calculators **are not** allowed during any part of this

1. Return the test booklets and answer booklets to students and log students using computers into NimbleTools. Each student must have his or her original test materials. Distribute a mathematics reference sheet to all students and instruct them to write their names on it. Distribute scratch paper to all students and instruct them to write their names on it. Distribute #2 pencils to students who need them.
2. Say to the students:

**You are now going to start Session 1 of the mathematics test. In this session, you will answer thirty-one questions. You may not be able to answer every question, but it is important that you read each one carefully and do your best. If you are not sure of the answer to a question, you should make your best guess. Do not mark your answers in the test booklet. Instead, if you are using a computer, mark your answers to multiple-choice items on the computer and answer questions requiring a written response using a pencil in your paper based answer booklet. If you are using paper mark your answers to all questions in pencil in your answer booklet. Choose the best answer for each multiple-choice question and plan your written answers so they fit only inside the answer spaces in your answer booklet.**

**You may use your scratch paper or test booklet to plan your answers and make notes, but only what you write in the answer spaces in your answer booklet will be scored. Some questions have more than one part. Try to answer all of the parts. If you are asked to explain or show how you know, be sure to copy all of your work from your scratch paper and test booklet into your answer booklet. Your scratch paper will be collected at the end of the session.**

**You are not allowed to use a calculator on this part of the test. Does anyone have any questions?**  
(Answer any questions the students have about the directions.)

3. Say to the students:

**It will probably take you about 60 minutes to answer the questions in this session of the test, but you can have more time if you want it. For questions requiring a written response, make sure that the answer space you are completing has the same number as the question in the test booklet. Please stop when you come to the stop sign at the end of this session. You may review your answers to the questions in this session of the test, but you may not go forward or go back to work on any other sessions.**

**If you get stuck on a word in the test booklet, I can read the word to you. I cannot read numbers, mathematics symbols, or a whole question to you. If you want help reading a word, raise your hand.** (During the test session, pronounce a word to students who ask for assistance. Do not define the word or help the students in any other way. Do not read any numbers written as numerals.) **Are there any questions?** (Answer any questions the students have about the directions.)

**If you are using paper, open your test booklet to page 28 and your answer booklet to page 18. (Pause.) The top of each page is labeled “Mathematics – Session 1”. When you reach the stop sign, insert your answer booklet, mathematics reference sheet, and scratch paper into your test booklet. If you are using a computer, press the “Go to the Questions” button when you are ready to begin. Please sit quietly and read until everyone is finished. You may begin.**

4. Circulate and check to make sure all students are on the correct page in their test booklet and answer booklet and are recording their answers within the appropriate answer spaces.
5. Students should be allowed to continue working up to 90 minutes as long as they are working productively. You may decide to end the session at any point after 60 minutes if all students have completed the session. Ensure that students who have finished are quiet so they will not disturb those students who require more time.
6. If you are not going on to Mathematics – Session 2 immediately, collect all test materials, including scratch paper, and store them in a secure place until the next scheduled session of the test. Once a student’s test materials are collected you may not review the student’s responses or allow the student to work any further on this session.

## **Mathematics — Session 2 (Calculator)**

### **(Mixed Classes)**

**Estimated Time: 60 Minutes**

(Up to 30 minutes additional time may be allowed without requiring an accommodation)

**Materials needed:** Student Test Booklets, Student Answer Booklets, mathematics reference sheets, rulers, scratch paper, and #2 pencils.

**Other allowable materials** (if your school has decided to allow their use): Calculators, highlighters for test booklet ONLY, and appropriate reading materials for students who finish testing early.

**NOTE:** Use of rulers and calculators **is** permitted during Session 2 of the mathematics test. Students may use their own calculators or those supplied by the school. See page 7 of the 2010 NECAP Administrators Manual for devices and types of calculators that are prohibited.

1. Return the test booklets, answer booklets, and mathematics reference sheets to students and log students using computers into NimbleTools. Each student must have his or her original test materials. Distribute a ruler to each student. Distribute calculators to students if your school has decided to allow their use on the test. Distribute additional scratch paper to students, if needed, and instruct students to write their names on it. Distribute #2 pencils to students who need them.
2. Say to the students:

**You are now going to start Session 2 of the mathematics test. In this session, you will answer thirty-one questions. You may not be able to answer every question, but it is important that you read each one carefully and do your best. If you are not sure of the answer to a question, you should make your best guess. Do not mark your answers in the test booklet. Instead, if you are using a computer, mark your answers to multiple-choice items on the computer and answer questions requiring a written response using a pencil in your paper based answer booklet. If you are using paper mark your answers to all questions in pencil in your answer booklet. Choose the best answer for each multiple-choice question and plan your written answers so they fit only inside the answer spaces in your answer booklet.**

**You may use your scratch paper or test booklet to plan your answers and make notes, but only what you answer on computer and write in the answer spaces in your answer booklet will be scored. Some questions have more than one part. Try to answer all of the parts. If you are asked to explain or show how you know, be sure to copy all of your work from your scratch paper and test booklet into your answer booklet. Your scratch paper will be collected at the end of the session. Does anyone have any questions? (Answer any questions the students have about the directions.)**

3. Say to the students:

**It will probably take you about 60 minutes to answer the questions in this session of the test, but you can have more time if you want it. As you work, make sure that the answer space you are completing has the same number as the question in the test booklet. Please stop when you come to the stop sign at the end of this session. You may review your answers to the questions in this session of the test, but you may not go back to work on any other sessions.**

**If you get stuck on a word in the test booklet, I can read the word to you. I cannot read numbers, mathematics symbols, or a whole question to you. If you want help reading a word, raise your hand.** (During the test session, pronounce a word to students who ask for assistance. Do not define the word or help the students in any other way. Do not read any numbers written as numerals.) **Are there any questions?** (Answer any questions the students have about the directions.)

**If you are using paper, open your test booklet to page 42 and your answer booklet to page 23. (Pause.) The top of the page is labeled “Mathematics – Session 2”. When you reach the stop sign, remove all scratch paper from your booklets. Place your answer booklet and other materials on top of your test booklet. If you are using a computer, press the “Go to the Questions” button when you are ready to begin. Please sit quietly and read until everyone is finished. You may begin.**

4. Circulate and check to make sure all students are recording their answers within the appropriate answer spaces.
5. Students should be allowed to continue working up to 90 minutes as long as they are working productively. You may decide to end the session at any point after 60 minutes if all students have completed the session. Ensure that students who have finished are quiet so they will not disturb those students who require more time.
6. After finishing this session, students using a computer will be asked to complete a short survey about their experience using NimbleTools.
7. If you are going on to the Student Questionnaire immediately, collect all the test materials, except for the Student Answer Booklets, and store them in a secure place until you are ready to return them to your test coordinator. Log students using a computer out of NimbleTools.

If you are not going on to the Student Questionnaire immediately, collect all test materials and store them in a secure place. Make sure all scratch paper is removed from the booklets. Keep all used scratch paper in a secure place until test materials are returned to the test coordinator. The Student Answer Booklets should be collected separately from the Student Test Booklets, because they will be needed for the Student Questionnaire.

**Reminder:** Once a student’s test materials are collected you may not review the student’s responses or allow the student to work any further on any session.



## After Testing

### Document accommodations used by the student:

NimbleTools will track accommodation usage of each student. You do NOT need to record accommodations used within NimbleTools. If additional standard accommodations were used by the student then these must also be documented. Only additional accommodations *actually used* by the students should be marked on page 2 of the answer booklet. For these additional standard accommodations, please follow standard NECAP protocols. Remember that even though NimbleTools records the amount of extra time, if any, that is used by the student, it must also be coded on the back of the student answer booklet.

### Returning Test Materials

- **NimbleTools Secure Test Software MUST be deleted from school computers after testing is complete.**
  - **To uninstall the *NimbleSecure*, you can run the install software, and then choose to uninstall the application.**
- ALL secure test materials must be returned to Measured Progress at the end of the testing window.
- Complete NimbleTools Test Administrator Survey online at [www.nimbletools.com/necap/schools](http://www.nimbletools.com/necap/schools)

## Trouble Shooting:

### What to do if there are technology problems\*

Students' test answers will be recorded on Nimble's servers as the student answers each question. If an Internet connection problem occurs during testing, please have the student resume testing when the issue has been resolved.

If a computer crashes during testing, the test coordinator must log students on again. All answers will have been saved, so students can resume testing where they left off. If you need to have a test session reset due to a technology issue, call the hotline at (877) 636-0371 and be prepared to provide your school Administrator Tool login and password for verification purposes.

### What to do if there is a problem with a student's answer booklet\*

If a student's answer booklet is damaged or destroyed, select another answer booklet **with the same test form number**, restart NimbleTools, enter the Answer Booklet Number and have the student resume testing in the same session where they left off.

IMPORTANT: **DO NOT** separate the answer booklets from the test booklets as they are paired by test form. In the event that the documents do become separated, you will need to match the **test form number** on the front cover of the test booklet with the bracketed portion of the number printed on the bottom right corner of the answer booklet. In the sample below, the brackets indicate form 4.

1 6 0 4 2 3 1 3 4 8

If you have questions about test form numbers or spoiled booklets, please call the NECAP Service Center at 1-877-632-7774.

### How to get help

If you have questions about NimbleTools or the specific accessibility tools, please view the orientation files on the Detailed Description of Tools page. If you have further questions, please email [uaa@nimbletools.com](mailto:uaa@nimbletools.com) or call (877) 636-0371.